

**CITY OF LAUDERHILL
CLASS DESCRIPTION, 2013**

POSITION TITLE: CODE ENFORCEMENT OFFICER I

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the position is to ensure the proper maintenance of city-owned, private and commercial property in the City by conducting inspections to determine applicability with codes and ordinance of the City. Employees in this classification perform skilled, inspection work. Position is responsible for maintaining cognizance of City Codes, inspecting for compliance and enforcing codes where violations are found. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Conducts a variety of inspections, such as property, housing, and Business License, either by visually reviewing the property or by walking the area within the zone.

Prepares Courtesy Notices, Notices of Violations, and Uniform Code Citations.

Responds to inquiries from the general public, other City agencies, and contractors providing technical/professional advice and assistance.

Researches and extracts information from pertinent documents such as Plat Maps, Site Plans, Surveys, and tax records.

Coordinates with, and assists other City agencies such as the Fire Department, Police Department and Building Department with inspections.

Conducts damage assessments; prepares documents and photographs.

Prepares Code Board documentation; provides expert witness testimony at Code Board hearings and Court hearings.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Prepares correspondence to other city agencies, county agencies, property and business owners, and the general public.

Performs office functions such as filing, faxing, preparing memos, and answering phones.

Assists walk-in customers.

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Assists other departments in routine tasks such as delivering flyers.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma/GED; one year experience in Code Enforcement or related field such as law enforcement preferred or an equivalent combination of education, training and experience may be considered.

SPECIAL REQUIREMENTS

State of Florida Driver's License

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate sounds. Some tasks require the ability to perceive and discriminate odors. Some tasks require the ability to perceive and discriminate depths. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to temperature extremes, strong odors, toxic agents/chemicals, smoke, wetness, humidity, animals/wildlife, disease and/or pathogens,

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electrical currents, explosives, violence, bright/dim light, noise extremes, vibrations, machinery, dusts or pollen, and traffic hazards.

The City of Lauderhill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

DEPARTMENTAL USE ONLY

Classification:	Confidential
Grade:	44
Salary Range:	\$39,432 - \$56,387
Date Approved:	1/13/14